

## Agreed Orders

This lesson shows the steps of submitting an Agreed Order. Agreed Orders will be filed through the “Motion” category. The document will be named “Agreed Order”, however, the official court entry will read “Agreed Motion”. Six common Agreed Orders have been created with the “Agreed” prefix already in place. If filing any other type of agreement, select the prefix “Agreed” at the “Docket Text: Modify as Appropriate” screen.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1)**



**Figure 1**

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)**Figure 2**

Your screen may appear different. Menu selections are assigned by user permissions and vary by types of users.

- ◆ Click the Motions/Applications hyperlink.

**STEP 3** Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3)A screenshot of the "Miscellaneous" screen in the ECF system. The title "Miscellaneous" is in blue text at the top left. Below it, there is a "Case Number" label above a text input field. The input field contains the text "3:08-bk-30011". Below the input field, there are two buttons: "Next" and "Clear".**Figure 3**

**STEP 4** The **DOCUMENT SELECTION** screen is displayed.  
(See Figure 4)

The screenshot shows a web interface titled "File a Motion". At the top, there is a text input field containing "08-30011 A. Bald KYWB Eagle and Harp E. Eagle". Below this is a search bar with the placeholder text "Start typing to find an event.". The main area is divided into two columns. The left column is titled "Available Events (click to select events)" and contains a scrollable list of legal motions, with "Abstention Under Section 305" selected. The right column is titled "Selected Events (click to remove events)" and is currently empty. At the bottom left of the interface are two buttons: "Next" and "Clear".

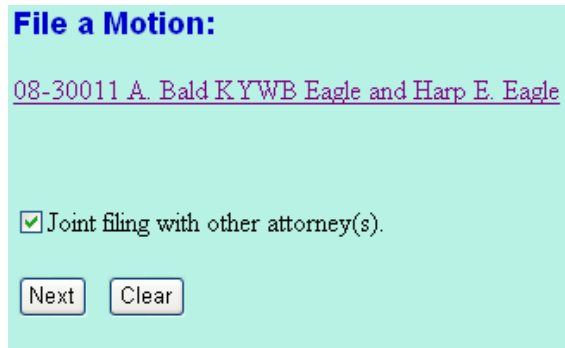
**Figure 4**

- ◆ Type the name of the event in the field or scroll the list to display the events.
- ◆ Click to highlight, then click on the **[Next]** button to continue

**NOTE:** Six common Agreed Orders have been created with the "Agreed" prefix already in place. If filing any other type of agreement, select the appropriate motion then add the prefix "Agreed" at the "Docket Text: Modify as Appropriate" screen.

- ◆ Click **[Next]**.

**STEP 5** The attorney **JOINT FILING** screen will then be displayed.  
(See Figure 5)



**File a Motion:**

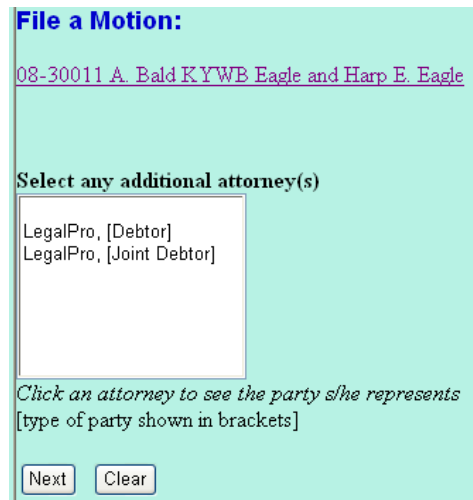
08-30011 A. Bald KYWB Eagle and Harp E. Eagle

☒ Joint filing with other attorney(s).

**Figure 5**

- ◆ This screen is used only if another attorney/trustee is joining in a filing such as in this instance an Agreed Order.
- ◆ Check the box “Joint filing with other attorney(s)”. A listing of attorneys presently on the case will be presented for selection on the next screen.
- ◆ Click **[Next]**.

**STEP 6** The **ATTORNEY SELECTION** screen will be presented listing all the attorneys presently in this case. (See Figure 6)




The screenshot shows a web interface with a light blue background. At the top, it says "File a Motion:" in blue. Below that is a purple link: "08-30011 A. Bald KYWB Eagle and Harp E. Eagle". Underneath is the heading "Select any additional attorney(s)". Below this heading is a white rectangular box containing two lines of text: "LegalPro, [Debtor]" and "LegalPro, [Joint Debtor]". Below the box is the instruction "Click an attorney to see the party s/he represents" followed by "[type of party shown in brackets]". At the bottom are two buttons: "Next" and "Clear".

**Figure 6**

- ◆ Select the attorney(s) in the **Attorney Selection** window. Click **[Next]** to continue.

**STEP 7** The **SELECT PARTY** screen displays. (See Figure 7) All participating parties on the case will appear on this list.

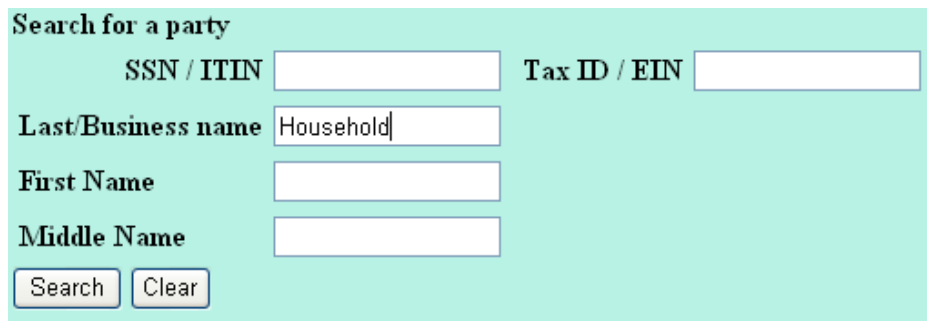


The screenshot shows a web interface titled "File a Motion:". Below the title is a case identifier "08-30011 A. Bald KYWB Eagle and Harp E. Eagle". The main section is titled "Select the Party:" and contains a list box with the following entries: "Eagle, A. Bald KYWB [Debtor]", "Eagle, Harp E. [Joint Debtor]", "Golden, Joseph J. [US Trustee]", "Green, Annie M. [Creditor]", and "Lawrence(13), William W. [Trustee]". To the right of the list box is a blue hyperlink "Add/Create New Party". At the bottom of the list box are two buttons: "Next" and "Clear".

**Figure 7**

- ◆ In this example you represent Household Finance
- ◆ Since the party name (Household Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

**STEP 8** The **PARTY SEARCH** screen displays. (See Figure 8) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.



Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Figure 8**

**NOTE:** It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered Household for Household Finance.
- ◆ Click **[Search]** .

- STEP 9** The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householder Finance. (See Figure 9)

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

Household Bank, FSB/GM  
Household Bank/FSB, GM Card  
Household Finance, c/o General Electric Capital Corp  
Household Finance Corporation, c/o Thomas L. Canary, Louisville, KY  
Householder, Deborah Ann  
Householder, Diana Kay

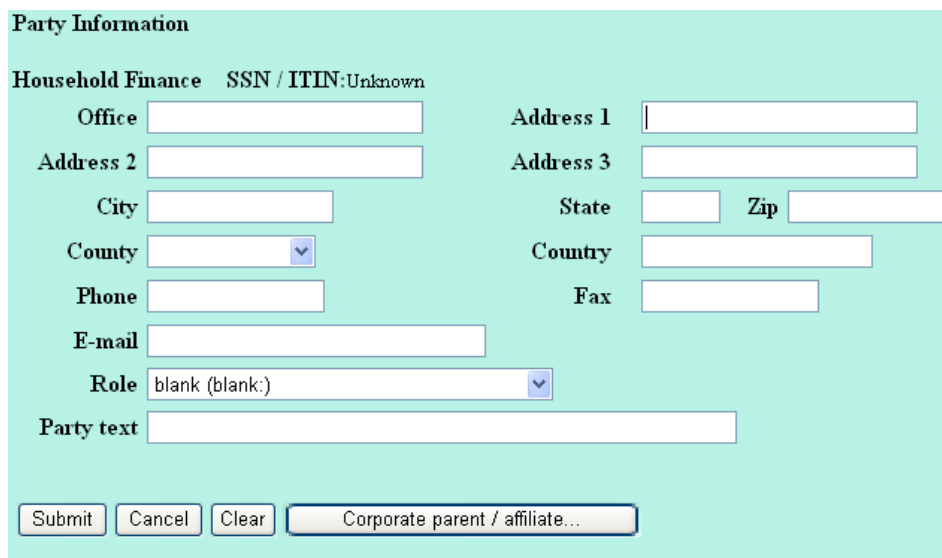
**Figure 9**

- NOTE:** Your name search may find more than one record having the same name. Clicking on the names may display a window showing the party's address information.
- If an incorrect address appears or the address is blank go ahead and select the party. The address fields will be blanked out on the next screen.

- ◆ Click the **[Select name from list]** or the **[Create new party]** button.
- ◆ If **[Create new party]** is selected, proceed with **STEP 10**.
- ◆ If **[Select name from list]** is selected, proceed to **STEP 11**.



**STEP 10** The **PARTY INFORMATION** screen will then appear.  
(See Figure 10)



Party Information

Household Finance SSN / ITIN: Unknown

Office

Address 1

Address 2

Address 3

City

State  Zip

County

Country

Phone

Fax

E-mail

Role blank (blank:)

Party text

**Figure 10**

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information.
- ◆ Click to expand the Party **Role** list arrow ▼ and highlight **Creditor** (cr:cr).
- ◆ Click [**Submit**].

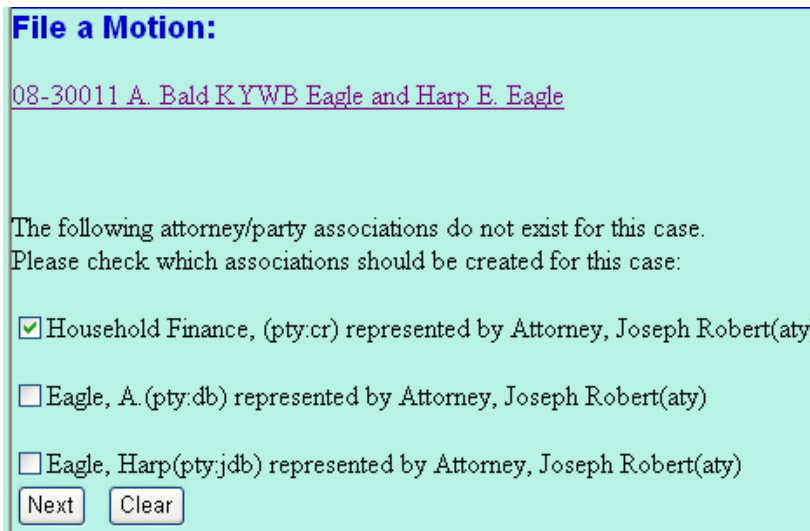
- STEP 11** The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Household Finance).  
(See Figure 11)

The screenshot shows a web interface with a light blue background. At the top, it says "File a Motion:" in blue. Below that is a purple link: "08-30011 A. Bald KYWB Eagle and Harp E. Eagle". In the center, there's a section titled "Select the Party:". To the left of this title is a dropdown menu with the following options: "Household Finance, [Creditor]" (highlighted in blue), "Eagle, A. Bald KYWB [Debtor]", "Eagle, Harp E. [Joint Debtor]", "Golden, Joseph J. [US Trustee]", "Green, Annie M. [Creditor]", and "Lawrence(13), William W. [Trustee]". To the right of the dropdown menu is a blue link: "Add/Create New Party". At the bottom of the section are two buttons: "Next" and "Clear".

**Figure 11**

- ◆ Select all parties that the Agreed Order applies to. For this instance the agreement is between the Debtor and HouseholdFinance.
- ◆ Click **[Next]**.

**STEP 12** The **ATTORNEY/PARTY ASSOCIATION** screen appears.  
(See Figure 12)



**File a Motion:**

08-30011 A. Bald KYWB Eagle and Harp E. Eagle

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Household Finance, (pty:cr) represented by Attorney, Joseph Robert(aty)

☐ Eagle, A. (pty:db) represented by Attorney, Joseph Robert(aty)

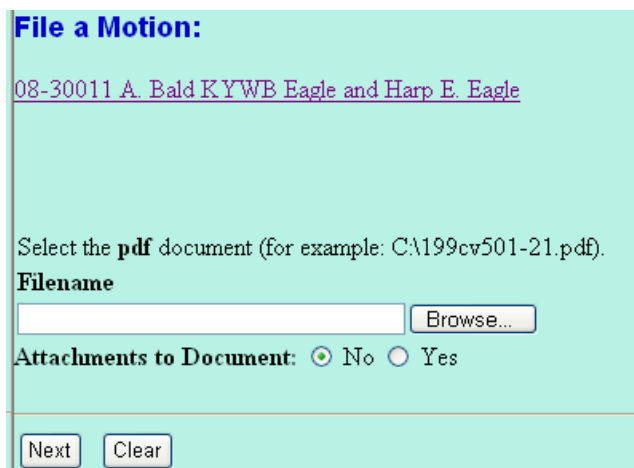
☐ Eagle, Harp(pty:jdb) represented by Attorney, Joseph Robert(aty)

**Figure 12**

- ◆ Since your party, Household Finance, is new, this screen will establish you as counsel for them on this case. Attorney, J is used as an example.
- ◆ Check the box and click **[Next]**.

**NOTE:** The rule of thumb is; if a statements is true, select the true statement and click next. If the statement is **not** true, click next and move to the next screen

- STEP 13** The **PDF DOCUMENT SELECTION** screen displays.  
(See Figure 13)



**File a Motion:**

[08-30011 A. Bald KYWB Eagle and Harp E. Eagle](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

**Figure 13**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

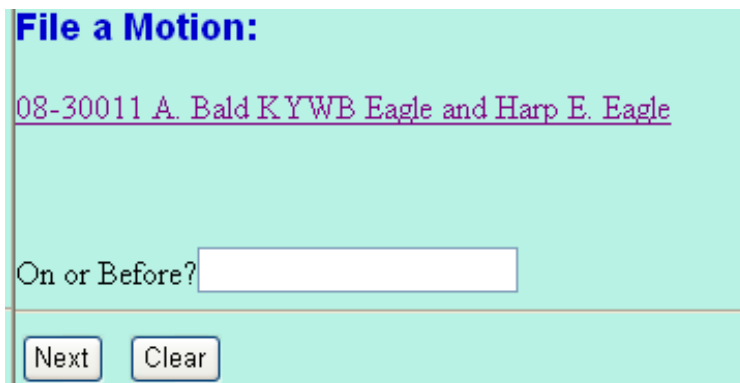
**NOTE:** To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

- ◆ There will not be any Attachments to the Agreed (Order) Motion. Accept the **No** default radio button.
- ◆ Click **[Next]**.

- STEP 14** A **PROMPT** box **may** appear depending on the type of agreement being filed. (See Figure 14)



**File a Motion:**

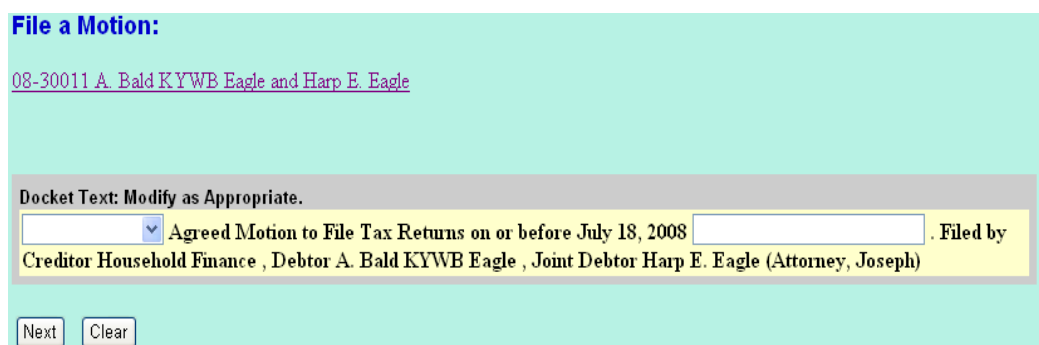
[08-30011 A. Bald KYWB Eagle and Harp E. Eagle](#)

On or Before?

**Figure 14**

- ◆ Insert information if applicable
- ◆ Click **[Next]**.

- STEP 15** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text. (See Figure 15)



**File a Motion:**

[08-30011 A. Bald KYWB Eagle and Harp E. Eagle](#)

**Docket Text: Modify as Appropriate.**

Agreed Motion to File Tax Returns on or before July 18, 2008  . Filed by  
Creditor Household Finance , Debtor A. Bald KYWB Eagle , Joint Debtor Harp E. Eagle (Attorney, Joseph)

**Figure 15**

- ◆ If the prefix “Agreed” is not already in place, Click the down arrow ▼ to display the prefix options. Select the “Agreed” prefix.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]** to continue.

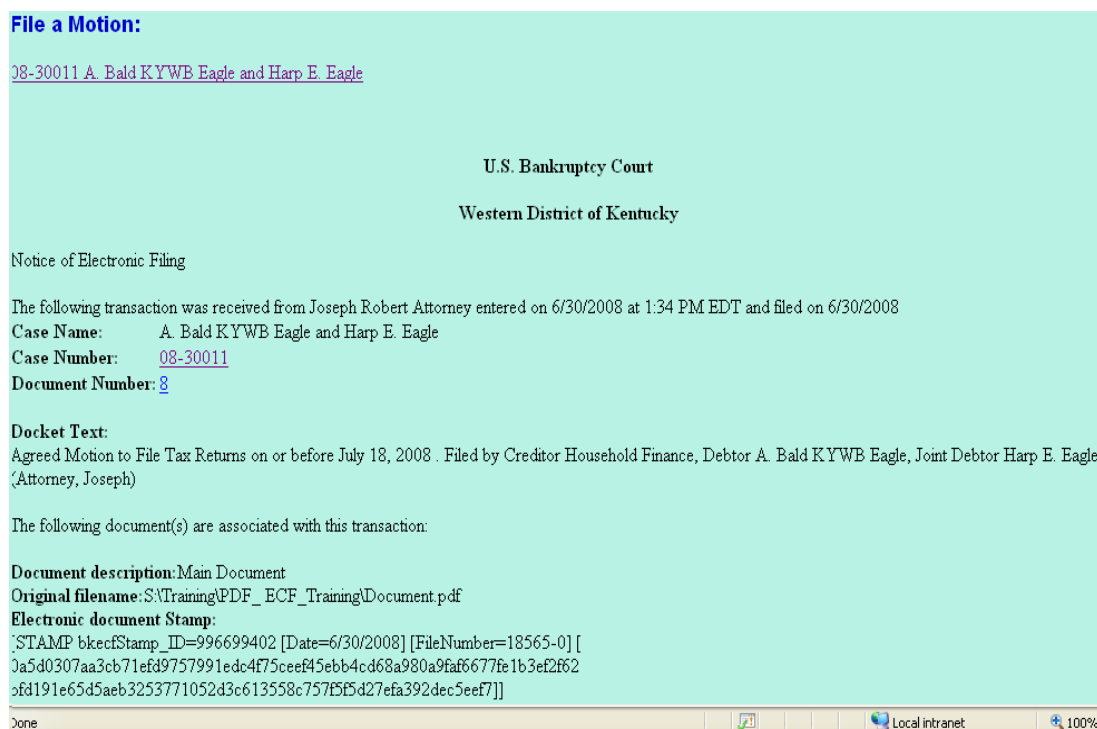
**STEP 16** The **FINAL APPROVAL** screen will appear. (See Figure 16)

The screenshot shows a web interface for filing a motion. At the top, it says 'File a Motion:' in blue. Below that is a link '08-30011 A. Bald KYWB Eagle and Harp E. Eagle'. A grey box labeled 'Docket Text: Final Text' contains the text: 'Agreed Motion to File Tax Returns on or before July 18, 2008 . Filed by Creditor Household Finance, Debtor A. Bald KYWB Eagle, Joint Debtor Harp E. Eagle (Attorney, Joseph)'. Below this is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are two buttons: 'Next' and 'Clear'.

**Figure 16**

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
- ◆ If correct, click **[Next]**

**STEP 17**      The **NOTICE OF ELECTRONIC FILING** screen displays.  
(See Figure 17)



**Figure 17**

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the application just filed.

## Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?
- ◆ Docket text
  - Annotated text in italics
  - Text produced from docket event
  - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document
- ◆ **Associated documents:**
  - ◆ Document description: Defaults to the Main Document being filed.
  - ◆ Original filename: Filer's full directory path from firm or court's PC or network.
  - ◆ Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
  - ◆ Document description: The first document that was entered on the attachment screen by the filer. (If any exist.)
  - ◆ Original filename: Filer's full directory path from the firm or court's hard drive or network.
  - ◆ Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.



◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.

◆ To print a copy of this notice click the browser **[Print]** icon.

◆ You may also save the notice through the browser **File/Save** option.